DTS-Limited Step by Step Guide For Travelers & AOs



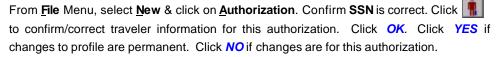
Traveler Log-in (Traveler must be in DTS-Limited System).

Double-click on



Click on *Doc Prep.* Read and click *YES* for DOD Warning and **Privacy Act Statement.** Enter **First Initial and Last name** of user (**limited to eight letters**) and enter user password. Click *OK*.

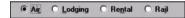
Completing a Travel Authorization



Click Select trip Purpose & Type from each . Type supporting comments in Description Field. Type Begin & End dates (mm/dd/yy) or right click mouse on field for Calendar (double-click on day). Select Departing & Return locations by clicking each . Confirm Trip Duration. Click ADD to select Per Diem location. Confirm Arrival & Departure dates for each location, enter Per Diem city or double-click in Per Diem field, type first letter of state/country & click on . Scroll & highlight state. Scroll & highlight city. Click SELECT. Click OK. To enter additional locations, select ADD & repeat steps. Click OK when finished.

Making Reservations(Contact CTO to make Reservations)

Click to view Air and Rental Cars Reservation screen.



For Air transportation (Contact your CTO for flight information & cost for this section)

Select Air Travel for reservation. Click *ADD*, confirm Departure/Arrival dates (mm/dd/yy) & enter Departure time (24 clock). Enter Departure & Arrival Airport Codes. If code is unknown, click , click *FIND* enter city, click *OK*, scroll & highlight airport, click *SELECT*. Click *SEARCH* to select flight information, scroll down & highlight desired airline flight (if avail, contract flights must be selected and are marked with an *), click √, enter amount for segment cost (note: contact CTO for actual fares and ensure they provide each flight segment cost). Click *OK*. Click *YES* to enter your return segment, or click *NO*, then click *ADD* to enter additional segments and repeat the above steps. Ensure to change departure date & location. Click *OK* for Reservations Screen.

For Lodging

Select Lodging at top of reservation screen. Click *ADD*, confirm Check In & Check Out Dates, Times, & Gender. Click . Select Hotel from . click Ö. Select Room & Bed from . enter daily Cost & Confirmation #, click OK. Click YES to update lodging records.

For Rental Cars

Select **Rental** at top of reservation screen. Click **ADD**, confirm Pick up & Drop off **Dates** & **Times**, click on. Select the rental company and **highlight** the rate line. Click the Ö. Confirm the **Cost** information is the same as provided by your CTO. Click **OK**. Click **ADD** to enter additional locations & repeat above steps. Disregard Rail Reservation option in this screen. Click **CLOSE** to return to Authorization screen.

For Special Lodging & Per Diem Related Conditions

Click . Select initial date, click *UPDATE*, enter daily lodging **costs** (**if approved to exceed above Per Diem rate, place** Ö **in Actual Cost Box**), any applicable duty conditions, select correct meal category & select number of Gov meals available or provided (if applicable). **Note: Military locations will default to quarters available.** Enter the **values apply through** date if the values for this date will be consistent on one or more days in a row. Repeat for each Date, if needed. Click **OK** to exit **Update Lodging/MI&E** screen . Click **CLOSE** to return to Authorization screen.

Verifying Air Transportation Costs

Click verify costs are correct. Click RESERVATIONS to confirm flight segments are correct. Click CLOSE. If ticket is not being purchased on a Gov Travel Card, click Update. Choose correct payment Type (CP=Gov Travel Card, CP-C=Gov Billed Account, GP=Gov Plane) from . Click OK. Click CLOSE.

Reimbursable Expenses

Click onfirm Commercial Auto cost is correct if Rental Car was selected. Click ADD to enter additional expenses (POV, Taxi, Excess Baggage, etc...). Enter Date of expense, Select Expense from or type in expense item not listed. Click SAVE. Repeat steps for additional expenses. Once all expenses have been entered, click DONE. Click CLOSE.

Justifying Special authorized items, if required

Click to enter special authorized items. Scroll down other authorizations list & highlight special **Authorization**, Click **SELECT**, enter **Remarks** (will be printed on **DD 1610**) and click **OK**. Repeat this step as needed. Click **CLOSE**.

Verifying Accounting Codes

Highlight the correct accounting code from the Master Accounting Codes that your AO directed you to use for this authorization. Click SELECT. Click CLOSE.

Special Mission Requirements

enter justifications that support mission required items that vary from the standard, Click OK.

Reviewing your Authorization

From File Menu, select Print Preview, Review Authorization Orders to ensure all information is correct. If items are missing or incorrect, repeat above steps in the specific area to make necessary corrections (use Zoom to enlarge if needed). Click **CLOSE** to return to Authorization screen.

Signing your Authorization

Click to sign your authorization. Confirm signed is in the Status block, Enter your password in the Signature PIN block and enter any supporting Remarks, if needed. Click OK. System will perform a Pre-Audit. Check each audit failure item, if any (note: fail means that the item listed deviates from standards and may require additional justification before routing). To enter a justification, highlight failed item & click JUSTIFY. Enter comments, click **OK**. Repeat this step for all items that you want additional justification. Then click **CLOSE**. Click **YES** to continue stamping & saving document. Click **YES** to save & route. Enter Document Name and click OK. Click CLOSE. From File Menu, select Exit. Click **OK** to save User Preferences.

Once your AO has approved your Travel Authorization, you are ready to hit the road TDY!

Completing a Travel Voucher

Log-in.

Double-click on Soc Prep. Read and

click YES for DOD and Privacy statements. Enter First Initial and Last Name of user and enter user password. Click **OK**. **DTS** desktop screen appears.

From File Menu, select New and Voucher From Authorization. Select Traveler and Travel Authorization document & click OK. Review & update any expenses or itinerary items on your voucher that varied from the original authorization. Ensure you have entered all travel related expenses incurred during your TDY.

Reviewing your Travel Voucher (after TDY is complete)

From File Menu, select Print Preview, Review Voucher to ensure all information is correct. If items are missing or incorrect, repeat above steps in the specific area to make necessary corrections. Click *CLOSE* to return to **Voucher** entry screen.

under Document Status, confirm signed Status, Enter your password in the Signature PIN block, and enter any supporting Remarks. Click OK. Review Pre-Audit screen & justify items if needed. Click CLOSE, Click OK to continue stamping. Read certification statement & click OK. Click YES to save & route. Enter Document Name and click **OK**. From **File** Menu, select **Exit**. Click **OK** to save User Preferences.

Note: Ensure payment method identified is correct for each expense. Expense method GOVCC means that split disbursement block on your Voucher form will be selected for split disbursement and paid directly to your Gov Charge Card account if your disbursing system/Service supports split disbursements.

Procedures for Authorizing Officials(Authorizations & Vouchers)



Click on Route & Review. Read DOD Warning and Privacy Act, click YES to acknowledge understanding. Enter Username and password. Click OK. Route & Review screen appears. Select order of documents by clicking on sorting Category (Awaiting Status, Dep Date, Etc...). Select the Authorization/Voucher to be reviewed.

Click Review Pre-Audit Process results items. If items are travel & mission required, & are properly justified. Click CLOSE. If items are questionable, highlight document again and click on [3], Click on Icon of related category for the item in question and review field contents to ensure they are in line with mission requirements & travel regulations. Make any necessary corrections as the AO or note comments for rejection if you will be returning the authorization without approval. Once finished, click on close box on upper right corner of Authorization screen. Click **YES** to save current, click **YES** again if you made adjustments to authorization. Enter a brief justification of changes or reasons for return and click **OK**. Enter password in the **Adjustment Signature PIN** block and click **OK**.

Signature

Highlight Authorization/Voucher & Click signature icon. The Pre-audit window appears again. Click CLOSE, the signature window appears. Select status, select Approved (if correct) or Returned (if being sent back for additional info), type Remarks to justify approval or clarify changes required for approval. Enter signature PIN, Click OK, Click **OK** again to save & route document. Click **NO** if no adjustments or **YES** if adjustments were made. Click Exit to return to route and review screen. Repeat process for additional Authorizations or Vouchers. Click OK to save User Preferences